

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF #46-9-082

CLASSIFICATION TITLE Associate Governmental Program Analyst (AGPA)	OFFICE/BRANCH Program Delivery/Contract Management/ RDP Contract Section	LOCATION Sacramento
WORKING TITLE Contract Management Analyst	POSITION NUMBER 311-001-5393-814	EFFECTIVE 02/08/2019

GENERAL STATEMENT:

Under the general direction of the Supervising Contract Administrator and in partnership with the Assistant Director of Contract Administration and the Deputy Contractor Manager(s), the Associate Governmental Program Analyst performs complex analytical support for the Contract Management Branch. The incumbent will use Microsoft Office tools to develop spread sheets, charts, tables and to draft letters and memos regarding various activities including tasks related to the administration of contracts. The incumbent may perform the below duties for many of the Authority's contracts; however, the incumbent's primary responsibility will be supporting the Contract Manager responsible for managing the Authority's sizable Rail Delivery Partner (RDP) contract.

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)

- | | |
|---------|---|
| 40% (E) | <ul style="list-style-type: none">• Analyzes monthly invoices and facilitates review and approval among various contract and task managers.• Evaluates and makes recommendations with pertinent data with Authority task managers and contractors to ensure services requested with the invoice submittals are in accordance with state and federal laws, policies, standards and controls. |
| 30% (E) | <ul style="list-style-type: none">• Develops, maintains and files documents as outlined by Authority policies and procedures.• Develops and implements uniform contract management and administration processes/procedures for all tasks in the RDP contract. This includes, but is not limited to, assisting in the development and distribution of guidelines and templates for task managers to coordinate work plan development, budget changes, coordinating invoice review and validating monthly reports to track invoice status. |
| 10% (E) | <ul style="list-style-type: none">• Assists with RDP work products including, but not limited to; complex Excel invoice files, RFQs, RFPs, amendments, IAs and Contract Request forms (HSR 202s), to evaluate for completion and obtain appropriate approvals and |

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documentation required. Accomplishes tasks in accordance with all applicable statutes as well as departmental policies and procedures.

- Manages retaining of all documents as necessary for required reports and post-audit review.

10% (E)

- Provides guidance and assistance to Authority employees and contractors regarding the department's administrative processes.
- Provides guidance and advice to customers regarding Contract Management processes.

5% (E)

- Prepares and presents status reports on work in progress and assists in timely preparation of mandatory statistical and audit reports for external distribution and web posting.

5% (M)

- Performs special assignments as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

DESIRABLE QUALIFICATIONS:

- Excellent analytical skills.
- Ability to create and review complex data sets and dashboards using Excel.
- Ability to understand contract clauses.
- Knowledge of the Authority's organization.
- Ability to maintain organizational relationships both internally and outside of the Authority.

SUPERVISION EXERCISED OVER OTHERS:

This position will not supervise.

SPECIAL PERSONAL CHARACTERISTIC

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

PUBLIC AND INTERNAL CONTACTS:

The incumbent maintains a close working relationship with counterparts at the Authority.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the state by private contractors or labor unions. Poor judgment could result in delays in completion of the Authority's programs and loss of public trust.

PHYSICAL, MENTAL AND EMOTIONAL ABILITIES:

Employees may be required to sit for long periods of time using a keyboard and video display terminal. Must have the ability to multi-task, adapt to changes in priorities and complete tasks or projects with short notice. Employees must be able to concentrate in order to review and create documents and meet strict deadlines at times. It is important that employees develop cooperative relationships and work with others in a fair and equitable manner and provide excellent customer service.

WORK ENVIRONMENT:

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel.

The incumbent must be able to manage a heavy workload, work under pressure, meet inflexible timeframes, cope with changing priorities and organize a variety of assignments.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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